

Date: 10/30/2008

Alert Number: 0004

To: All Providers

Re: Providers Are Reminded to Designate a Trading Partner to Receive 835 Health Care Claim Payment/Advice Transactions

Providers who currently receive an 835 transaction from the current Medicaid Management Information System must designate themselves or a trading partner in order to continue to receive the 835 after November 10, 2008.

Providers who do not currently receive an 835 from the current system but plan to receive the 835 transaction with the implementation of ForwardHealth interChange must designate themselves or a trading partner to receive the 835.

Providers who fail to designate themselves or a trading partner to receive their 835 from ForwardHealth interChange will not receive an 835 transaction. ForwardHealth will not be able to create an 835 transaction for any financial cycles that might be missed.

Providers should submit their 835 designations via the ForwardHealth Portal. To do this, providers are required to establish a provider portal account to have access to the secure area of the Portal. Refer to the July 2008 *ForwardHealth Update* (2008-124), titled "Establishing a Provider Account on the ForwardHealth Portal," for information on establishing a provider portal account.

To designate a trading partner to receive their 835 transactions, providers must complete the following steps:

1. Access the Portal at www.forwardhealth.wi.gov/.
2. Click the "Provider" link/button in the middle of the page.
3. Log into the secure Provider site account by entering your account and password information on the right-hand side of the page.
4. Click on the "Designate 835 Receiver" link on the right-hand side of the secure home page.
5. Enter the identification number of the trading partner that is to receive the 835 in the "Trading Partner ID" field.
6. Click **Save**.

Providers who are unable to use the Portal to designate a trading partner to receive 835 transactions may call the Electronic Data Interchange Helpdesk at (866) 416-4979 or e-mail VEDSWIEDI@wisconsin.gov to request the paper form.

Refer to the July 2008 *Update* (2008-96), titled "Designating a Trading Partner to Receive 835 Health Care Claim Payment/Advice Transactions," for more information.